POLICY

1. Appointment. The Chief of Police shall appoint a Lieutenant of Police – Community Oriented Police Unit.
   a. He/she shall report to the Patrol Division Commander.
   b. He/she shall maintain the City Hall work schedule (Mon-Fri).
   c. He/she shall be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Lieutenant of Police – Community Oriented Police Unit.

2. Duties and Responsibilities. The Lieutenant of Police – Community Oriented Police Unit shall:
   a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
      1) Regular and predictable attendance at work
      2) Get along with and work well with others
      3) Make forcible arrests
      4) Operate a motor vehicle under emergency conditions
      5) Qualify with Department firearms
      6) Write clear, concise, accurate reports
      7) Work with computers and programs used by the Department
   b. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
   c. Check e-mail, voice mail, and any assigned mailboxes at least once each workday.
   d. Have direct command and supervisory responsibility over:
      1) Sergeant of Police – Community Oriented Police Unit
      2) COP Officers and/or Support/Beat Officers
      3) Crime Prevention Officer
   e. Supervise the administration of the COP Houses and their operations.
   f. Be responsible for the development, implementation and administration of Patrol Division Grants.
   g. Accept and initiate investigations for allegations of misconduct by any member of the Department.
   h. Be familiar with crime trends as well as quality of life issues in the City.
   i. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Department Police Manual.
   j. Respond to emergency situations as necessary and assume direct command at the scene once proper relief is in place at the Department.
   k. Initiate, monitor and review disciplinary actions involving members or employees under his/her command.
   l. Keep unit records, report and accounts as assigned by the Patrol Division Commander.
m. Ensure that subordinates are updated and trained in proper police practices, procedures, rules and duties.

c. Coordinate with Patrol Division Shift Commanders and assist in resource deployment.

do. Perform other duties as assigned by the Patrol Division Commander or other competent authority.

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